



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

201 School Board Election Process

Number: 201
Adopted: 06/27/2019
Updated: 04/22/2025

I. BOARD MEMBER TERMS

Terms are determined by the Board's nominations committee and will be for three-year periods. A board member may not serve more than ten (10) years on a charter school board under state law.

The Board Secretary is responsible for tracking current board member terms, including start and end dates.

II. BOARD MEMBER RESPONSIBILITIES

1. Attending and participating in monthly meetings.
2. Serving on board subcommittees.
3. Refraining from breach of confidentiality on student and other private data.
4. Participating in mandatory training on finance, governance, and board procedures within the first 12 months of being elected.
5. Supporting and advocating for the Mission of the school.
6. Serving as good stewards of taxpayer dollars.
7. Long-term strategic planning.
8. Providing continuous oversight and compliance with all authorizer, MDE, and statutory requirements.

II. BOARD ELECTION PROCESS AND TIMELINE

The general timeline for Board of Directors elections are as follows:

- Month of April - Solicit Applications
- April 30 - Last day to submit an application
- First week of May - Candidate information posted publicly; Physical ballots sent home

- May - election opens for 10 days; specific dates to be determined annually
- May School Board Meeting - Results of the election announced
- July meeting - New members sworn in (or August meeting if there is not a July meeting)

Note that the timeline above serves as a general guideline and may be subject to change at the Board of Directors discretion.

When applications become available, the application process and deadlines will be posted publicly on the school website.

III. APPLICATION TO SERVE AS A BOARD MEMBER

In accordance to Minnesota state law, the board must include one licensed teacher who teaches at the school, one parent who has a child attending the school, and one community member who does not have a child attending the school and who does not teach at the school. In addition, two at-large members who provide additional expertise in school management or governance can be elected. Board members will be elected by membership and certified during the annual meeting.

Please see Three Rivers Montessori Board of Director Bylaws for more information.

IV. VOTER ELIGIBILITY

Voter eligibility will be limited to:

1. Any natural, step or foster parent or any legal guardian of a student enrolled at Three Rivers Montessori shall have one vote.
2. Any student currently enrolled at Three Rivers Montessori who is 18 years of age or older on or by Election Day shall have one vote.
3. All paid Three Rivers Montessori staff members employed at the school (at the time of the election), including teachers providing instruction under a cooperative, shall have one vote.
4. All Three Rivers Montessori School Board members shall have one vote.
5. No person shall have more than one vote.

A Master Voter Eligibility List shall be printed out two (2) days prior to the date of the online ballot

being sent to all eligible voters.

Any eligible voter that was either missed or became eligible since the printing of the Master Voter Eligibility List will have to register in person at the school.

V. VOTING/ELECTION DAY

The Election shall be held in May, on a date determined by the Board of Directors.

The election will be facilitated by the Board-approved designee; typically, the School's Administrative Assistant or Executive Director.

VI. VERIFYING ELECTION RESULTS

Verification of election results will be done by the Executive Director and Board Chair within one week of the close of voting.

In the event of a tie, a runoff election between the tied candidates will be held within two weeks.

The School Board Chair will contact the Three Rivers Montessori Executive Director with the results of the election. No tallies will be given until the results have been certified by the School Board.

The School Board Chair will call all candidates to inform them of the results (winners first), congratulate them, and remind them of the date for their first meeting.

Once winners have been informed, the School Board Secretary will follow up with onboarding information, background check information, and request a photo and bio for the school website.

VII. RELEVANT POLICIES

Three Rivers Montessori Board of Directors Bylaws